



City of Sanford Siding Permit Application Checklist

All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value of the project.
- ☐ Completed and signed Electrical Permit Application. (If electric meter must be removed)
- ☐ Copy of applicable contractor's license issued by the State of Florida (if the contractor is the applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- ☐ Two (2) copies of the floor plan indicating the locations of the siding installation.
- ☐ Completed and signed Statewide Product Approval Specification Form
- ☐ Two (2) copies of the manufacturer's installation instructions.

These guidelines were compiled to assist the applicant in preparing a siding permit application and may not be complete. The applicant is required to meet all City of Sanford, state, and federal code requirements.